

18 November 1953

OPM 42-100-7
PERSONNEL DIRECTOR MEMORANDUM NO. 94-53

SUBJECT: Use of Abbreviations for Titles of Agency Officials

1. In order to clearly define the meaning of abbreviations used for titles of Agency officials in correspondence prepared by the Personnel Office, the titles of such officials will be spelled out in the first instance they occur in correspondence followed by the appropriate abbreviation inclosed in parentheses. Abbreviations defined in this manner may then be used without further explanation in the remaining body of the correspondence.

2. The Chiefs of the Divisions and Staffs of the Personnel Office will bring this procedure to the attention of all personnel who may, from time to time, have the responsibility for preparing correspondence of this nature.


Acting Personnel Director

25X1A

*Reviewed by
OPM 42-100-13
(18-55) dtd 13 Apr 55*